



"People
helping people
help
themselves"

Frank O'Bannon, Governor
State of Indiana

Division of Disability, Aging and Rehabilitative Services

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John Hamilton, Secretary

TO: ICLB Interested Parties

FROM: Cheryl Waltermire, Assistant Director
Bureau of Developmental Disabilities Services

DATE: May 8, 2003

RE: New ICLB Form and Instructions and Guidelines for Completion.

We have completed the revised ICLB form and Instructions and Guidelines for Completion. This will be available on the FSSA ICLB link at www.in.gov/fssa/servicedisabl in a few days, as well as the Frequently Asked Questions from the April 1, 2003 ICLB training. If you would like a copy of any of these documents sooner, you can request them by e-mailing BDDSiclb@fssa.state.in.us

I wanted to point out the following changes that were not addressed in the previous training:

FORM

- The look has changed somewhat. The summary page has a new layout, service pages expanded, and the justification space has been increased to allow more room for explanations
- Service titles have been revised to match the services listed in the Provider Standards
- The 01282003jhw form can continue to be used until June 15, 2003. After that date, the new form must be used (04042003jhw).

INSTRUCTIONS AND GUIDELINES

- As ICLBs are revised/expire Child Foster Care (CFC) should be revised to match the Adult Foster Care levels of funding and guidelines. CFC will no longer be eligible for RLA/RLE.
- Housing Rent Guidelines, while based on HUD, will be as follows: \$450 (single); \$650 (double); \$850 (triple)
- ICLBs with a 10% increase at \$68/day or less will require the approval of the District Manager in addition to the Service Coordinator

- Residential Living Allowance and Community Transition Services Costs (formally known as start-up) are a cost reimbursement to the provider based on actual expenses. This is not new to the guidelines, but has been a question raised many times recently and worth making note.

We are continuing to work on making improvements to the ICLB process and welcome any suggestions. We are currently looking at what can be done to include funding for recreational activities and exploring the possibility of electronic submissions of the ICLB.

If you have any questions, please do not hesitate to e-mail BDDSiclb@fssa.state.in.us or you can call me at 317-232-7902.